



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION FOOD SERVICES SUPERVISOR ADULT CORRECTIONS

Human Resources Department  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision this position is responsible for planning and supervising all food preparation at the Adult Corrections Food Services division. Reports to the Jail Administrator.

### **ESSENTIAL JOB FUNCTIONS**

Responsible for the effective supervision and administration of food services staff including prioritizing and assigning work, performance management, employee relations, and related activities. Plans menus in accordance with established nutritional standards and oversees special dietary needs; ensures food handling and food preparation are managed in accordance with the Food and Drug Administration (FDA) regulations as well as applicable state and local laws; ensures sanitary conditions for all food service operations.

Responsible for ordering food, supplies and related culinary equipment; maintains inventories; tracks expenditures and food consumption; maintains kitchen equipment, storeroom and foods in proper order and condition.

Prepares and serves meals to the inmate population; performs meat cutting, baking and other specialized food service activities. Responsible for all catering responsibilities to include cost estimates for specific functions, handling food orders, food preparation and delivery. Coordinates work schedules and prepare meals for City emergency personnel as needed.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Food Service - Thorough knowledge of advanced cooking techniques and principles, units of measurement, portion control, and commercial cooking equipment. Knowledge of catering services to include food transportation and advanced presentation methods.
- Cleaning - Knowledge of basic cleaning principles and requirements for ensuring sanitary conditions in accordance with state and local regulations related to food preparation and serving.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to food preparation and commercial cooking equipment.

- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

## **REQUIRED SKILLS**

- Interpersonal Relationships/Customer Service – Develops and maintains cooperative and professional relationships with employees, inmates and representatives from other organizations. Effectively responds to and resolves inquiries and disputes.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

## **REQUIRED ABILITIES**

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.
- Communication –Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Basic Math - Ability to perform arithmetic and statistical applications. Ability to employ basic math principles and practices in the analysis and reporting of data.

## **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 5-7 years experience cooking food in large quantities, preferably in an institutional environment with 2-3 years supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Requires an acceptable background check to include a local and state criminal history check and sex offender registry check.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Requires a valid driver's license with an acceptable driving record.

Must obtain and maintain Food Service Handler card through the Virginia Department of Health within 6 months of employment.

## **ENVIRONMENTAL HAZARDS**

The job may risk exposure to fumes and/or noxious odors, burns, moving machinery, electrical shock, or toxic/caustic chemicals.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires light to medium work that involves walking or standing virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

## **SENSORY REQUIREMENTS**

The job requires normal visual acuity, depth perception, field of vision, hearing, speaking, color perception, sense of smell, and texture perception.